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STATE PROCUREMENT OFFICE
**NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

1. TO: Chief Procurement Officer
2. FROM: DOH/EMD/The Clean Air Branch

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

The following services are exempt from Chapter 103D, HRS, pursuant to §103D-102(b)(4)(L) and §3-120-4(b), Exemption Number 3, from Exhibit A, titled "Procurements Exempt From Chapter 103D, HRS," dated July 17, 2008, located at the end of Chapter 3-120, HAR.

The Clean Air Branch (CAB) program would like to subgrant the state Diesel Emissions Reduction Act (DERA) project administration, facilitation, and training to Kupu, Hawaii Youth Conservation Corps-HYCC, (Kupu). Kupu will work with the University of Hawaii system to hire personnel to focus on this project. One (1) intern and one (1) mentor will be hired. The mentor will facilitate this DERA project, train the intern, and report back to CAB. Kupu has specialized training methods and expertise in green jobs training and meaningful sustainability internships. Kupu was chosen as the subgrantee for the reasons as explained in Section 9, below.

4. Name of Vendor: Kupu

Address: 4211 Waialae Ave Suite 1020, Honolulu, HI 96816

5. Price:

\$98,788.

6.

Term of Contract: From: Oct 13, 2010 To: Dec 31, 2012

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

See Attachment 1, Page 1, Section 8.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

See Attachment 1, Page 2, Section 9.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

Procurement prepared by CAB Grant Manager, reviewed by program's Deputy Attorney General for applicability to exemption statute, then reviewed by Program Manager. It is then forwarded to division's Environmental Management Division Chief, then the Environmental Resources Office. After division review and approval, it goes to the Department's Deputy Director, Administrative Services Office, and lastly Director of Health for signature.

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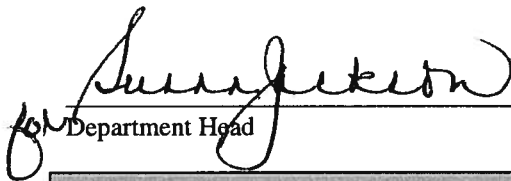
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Robert Tam	Env Hlth Spec.	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Wilfred Nagamine	Program Manager	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Varies	Acting Chief, EMD	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Varies	Acting PHAO IV, ERO	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Laurence K. Lau	Deputy Director for Environmental Health	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Sharon Abe	Chief, Admin. Resources Office	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Chiyome Leinaala Fukino,	Director, DOH	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department:	HTH
	Contact Name:	Wilfred Nagamine
	Phone Number:	586-4200
	Fax Number:	586-4359

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

OCT - 7 2010
 Date

Reserved for SPO Use Only	
15. Date Notice Posted <u>10-7-10</u>	
<p>The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:</p> <p align="center">Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119</p>	
<p>Chief Procurement Officer's comments:</p> <p>According to the department 1) unforeseen circumstances placed the department in a situation whereby it is not practicable to competitively procure the services because of deadlines for award of sub-grant monies; and 2) Kupu has the capabilities to carry out the project and the ability to facilitate the CAB DERA program and to begin expending the associated funds before November 30, 2010. Approval is granted for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply and this award is required to be posted on the Awards Reporting System.</p>	

16. ☒ **APPROVED** ☐ **DISAPPROVED** ☐ **NO ACTION REQUIRED**

 10/19/2010
 Chief Procurement Officer Date

Section 8: Explanation describing how procurement by competitive means is neither practical or not advantageous to the State:

Procurement by competitive means is not practical at this time due to the time constraints per the memo (See Attachment 2) from the U.S. Environmental Protection Agency ("EPA"), and the possibility of losing all of the Diesel Emissions Reduction Act ("DERA") grant monies if a subgrant agreement is not signed by October 13, 2010, and if the CAB does not begin to use the DERA grant funds before November 30, 2010.

The CAB has received a non-competitive DERA grant from the EPA. The initial grant was awarded in 2008. And in 2009 and 2010 more funding was added to this grant, contingent on CAB moving forward with the project. The project is nearly two (2) years behind schedule. Initially, there were difficulties in finding projects and partners to participate (as explained below). CAB will lose the EPA grant money if it does not demonstrate progress towards its completion.

As of 2009, CAB had selected a partner, the Honolulu Board of Water Supply for a diesel retrofit project, and was in the process of working with the Honolulu Community College (HCC) as a subgrantee, to begin the process of hiring an intern and mentor to help administer the grant. In September 2010, due to funding shortages, the HCC lost its principal investigator for the project and had to withdraw its fiscal support for the project. The CAB would like to continue with hiring an intern and mentor for the project, but must do it quickly. The CAB must sign a subgrant by October 13, 2010 and begin to use the state DERA grant funds before November 30, 2010 or the entire grant amount of \$658,586 may be in jeopardy.

The specific reason for the delay in expending the DERA grant funds is that the CAB had difficulties due to the conditions and restrictions placed on the grant. For on-road vehicles, the grant can only be used on certain older (2004) models. Since CAB does not have such vehicles, other programs within DOH and sister state and county government agencies had to be solicited with limited success. The grant can only be used for specific, EPA verified, diesel emission reduction technologies. The CAB looked at other projects being done in other states, but then found that some of these reduction technologies do not apply to Hawaii. CAB pursued other partners and projects, including diesel exhaust reduction from cruise ships, a biodiesel pilot project involving a charter school and reducing diesel emissions from the Department of Education's school busses. But these projects were dropped as further research showed they did not meet all of the grant conditions. There is a limited amount of options for expending these funds in Hawaii. The one selected by CAB, diesel retrofits, is suited to Hawaii and meets the grant's requirements, yet there was a general lack of interest by state and local government agencies.

Note that the grant cannot be used for infrastructure, construction, or policy planning even if related to diesel emission reduction, although a certain percentage is allowed for grant administration. Up to 15% (\$98,788) of the state DERA grant money is allowed to go toward project administration.

In the current CAB proposal, only 7.5% of this \$98,788 subgrant will be going towards indirect costs and the rest will pay for the intern and mentor. The current proposal is for CAB to subgrant the DERA grant money to an organization that is specialized in hiring, training, mentoring, and lecturing mentors and interns. The selected organization must also have knowledge of sustainability principles, federal, state and county environmental laws, renewable energy and options, and other facets of sustainability and environmental protection. The CAB believes that the Kupu organization has the above specialized knowledge, expertise, and training abilities needed to help facilitate the CAB DERA program while benefitting the State of Hawaii in building a local knowledge base for diesel emission reduction projects and the training of our youth.

Section 9: Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

The process has been and will be done in conjunction with the EPA. Initially, an online search was conducted looking for non-profit organizations in Hawaii to administer the subgrant. Three (3) were chosen as interview candidates. These candidate organizations are: Kupu - Hawaii Youth Conservation Corps, ("Kupu"), the O'ahu Resource and Conservation Development Council, and the Hawaii Community Foundation. From the background review and interview of these organizations, it is apparent that Kupu has far more experience and expertise in training and facilitating programs focused on sustainability, than the other two organizations.

The specific criteria this analysis was based on include the specialized facilitation and training techniques, experience in the subject matter, low indirect cost rate, the ability to hire and manage interns and mentors, the sustainability work experience and grants administration, the experience with Hawaii's organizations and proper procurement procedures, the project management and report writing experience, the green workforce development and green jobs training experience, and the interest in learning more about DOH and EPA programs and how these can be integrated into the UH system. From the research, interviews and criteria listed above it was clear to the CAB that no other organization in Hawaii has as much of the necessary experience or the immediate ability to implement and administer this DOH CAB DERA subgrant as the Kupu organization. It is clear that the Kupu organization already has the specialized training techniques and the extensive experience benefiting local communities through programs that promote youth education, environment, stewardship, and cross-cultural exchange that this DERA funded project will benefit from day one. Through Kupu's Hawaii Youth Conservation Corps, Kupu has trained, mentored, lectured, and facilitated over 200 students a year, from its modest start in 2001. Also Kupu has expertise in areas related to the project's environmental and sustainability goals, and is well versed in both federal and state labor and procurement laws. All of the above factors make the Kupu organization eminently qualified and capable of implementing this DERA project and ensuring its success.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION IX
75 Hawthorne Street
San Francisco, CA 94105

MEMORANDUM

DATE: September 28, 2010
SUBJECT: State DERA grant to HDOH
FROM: Asia Yeary, EPA Project Officer
TO: Robert Tam, HDOH CAB.

Please be informed that this State DERA grant to the Hawaii Department of Health Clean Air Branch is behind schedule and must move forward immediately. The subgrant agreement for this award must be signed by October 13, 2010. EPA supports the HDOH signing a subgrant to an organization to administer this grant project via a sustainability internship program. If this subgrant agreement is not signed, the work on this project cannot proceed and \$658,586 in DERA state grant funds will no longer be available to the Hawaii Department of Health.

If you have any questions, please email me at yeary.asia@epa.gov.

Thank you for understanding.

DRAFT SUBGRANT
BETWEEN
THE DEPARTMENT OF HEALTH
STATE OF HAWAII
AND
KUPU HAWAII YOUTH CONSERVATION CORPS

1. THIS SUBGRANT made and entered as of the ___ day of September 2010 by and between the DEPARTMENT OF HEALTH, STATE OF HAWAII, hereinafter referred to as ("DOH"), and KUPU Hawaii Youth Conservation Corps nonprofit organization, hereinafter referred to as KUPU, for the purpose of committing the funds that were awarded to and received by the DOH via the United States Environmental Protection Agency ("U.S. EPA") States Clean Diesel Program, assistance identification number DS-96968001-0, under the federal Diesel Emissions Reduction Act ("DERA") of 2008, to KUPU to be used by the KUPU sustainability internship program to assist DOH in the administration of a diesel retrofit project involving the Honolulu Board of Water Supply's (BWS) diesel fueled truck fleet for phase one and phase two of the DERA state grant.
2. The purpose of this SUBGRANT is to provide federal funding to KUPU's sustainability internship program to assist in this project with the tasks and responsibilities outlined in the Attachment 1, WORKPLAN which will ultimately reduce air pollution from diesel operated vehicles and equipment throughout the State, via a program of retrofitting existing older, higher polluting vehicles and equipment with EPA or CARB verified or certified diesel retrofits.
3. Period of Performance. This SUBGRANT covers the period beginning as of the effective date of this SUBGRANT and ending on December 31, 2012.
4. Modifications. Any extensions, changes, or alterations to the SUBGRANT shall be agreed to by both parties in writing before being undertaken and the same shall be evidenced by written amendments to this SUBGRANT.
5. Project Budget. The DOH will provide up to \$98,788 to KUPU's sustainability internship program. A maximum of \$20,600 shall be used by KUPU to hire and train one intern for two years according to the budget listed in Attachment 1, WORKPLAN. A maximum of \$70,800 shall be used by KUPU to hire and train one mentor for two years according to the budget listed in Attachment 1, WORKPLAN. Additionally, the amount of \$7,388 for two years is budgeted for KUPU's indirect costs associated with the hiring and management of the mentor and intern as specified in Attachment 1, WORKPLAN.

6. Method of Payment. The funds were awarded and received by the DOH from the federal government via a U.S. EPA Grant under the federal DERA beginning the year of 2008. Both the DOH and KUPU shall be bound by the terms and conditions of the U.S. EPA DERA State Grant Program. As expenditures are incurred, funds shall be transferred by the DOH, Appropriation Account No. S238H 0000 0000 000 328 440 840/FF to the KUPU Hawaii non-profit organization Appropriation Account No. S_____ upon receipt of an invoice, or a Bill for Collection, from KUPU, related to the deliverables described in Attachments 1, WORKPLAN.

KUPU shall submit the invoice or the Bill for Collection, along with a description of the expenditure to:

Robert Tam

Clean Air Branch/DOH

919 Ala Moana Blvd Rm 203

Honolulu, HI 96814.

7. KUPU shall begin the process of recruitment and screening qualified individuals immediately after this SUBGRANT becomes finalized. For this SUBGRANT, the deadline for selecting a mentor is October 30, 2010 and the deadline for selecting interns is December 3, 2010. All work plan tasks must be completed on time through the project and budget period. Any monies/funds contained in this SUBGRANT's Project Budget, which are not expended by December 31, 2012, shall be returned to the U.S. EPA.
8. Termination. Either party may terminate this Agreement without statement of cause at anytime by giving the other party thirty (30) calendar day's written notice before the effective date of such termination.
9. General Terms and Conditions. Any and all applicable DERA requirements shall apply to this SUBGRANT. KUPU must comply with all DERA requirements when purchasing equipment or supplies. Any and all DERA Reporting Requirements for Recipient Reporting conditions shall apply to this SUBGRANT. The DOH shall retain responsibility for complying with the federal DERA reporting requirements. KUPU shall immediately inform the DOH of any purchase it makes and immediately provide the DOH with all of the documentation generated as a result of any purchase. KUPU must follow all of the applicable procurement laws and procedures of the State of Hawaii.
10. Special Terms and Conditions. These non-exclusive special conditions shall also apply to the SUBGRANT.

The undersigned KUPU Hawaii nonprofit organization understands and agrees that:

A. Access to Records; Interviews

- (a) U.S. Environmental Protection Agency ("U.S. EPA") including the Office of the Inspector General ("OIG"), and its representatives, the Government Accountability Office ("GAO"), and the DOH shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this DERA award, including such records of any sub-recipient, contractor, or subcontractor, within 48 hours of a request.
- (b) The U.S. EPA, GAO, and DOH are authorized to interview any officer or employee of KUPU (or of any subrecipient, contractor, or subcontractor, if applicable) regarding transactions related to this DERA award.

B. Separate Tracking and Reporting of DERA Funds and Outcomes

- (a) KUPU agrees to track, account for, and report on all funds from this DERA award (including specific outcomes and benefits attributable to these funds) separately from all other funds. Accordingly, the accounting system must ensure that funds from this DERA award are not commingled with funds from any other source.
- (b) KUPU further agrees that all personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

C. Purchases – Monitoring

- (a) KUPU is responsible for monitoring purchases under this DERA award in accordance with all applicable statutes, regulations, Office of Management and Budget (OMB) circulars., The DOH is responsible for oversight of KUPU spending and monitoring of specific outcomes and benefits attributable to use of DERA funds by KUPU's sustainability internship program. KUPU agrees to submit, upon request, documentation of its policies and procedures for monitoring of purchases under this award.

D. Transactions Listed in Schedule of Expenditures of Federal Awards -

- (a) KUPU shall maintain records that identify adequately the source and application of DERA funds provided to KUPU's sustainability internship program via this SUBGRANT AGREEMENT, to maximize the transparency and accountability of funds authorized under the DERA as required by the DERA.

E. Reporting and Registration Requirements

- (a) KUPU shall complete projects or activities which are funded under DERA and shall submit progress reports on use of DERA funds provided through this award to the DOH. These reports shall be due to the DOH on the last day of each calendar quarter, with the first report due to the DOH on December 31, 2010. Information from these reports will be made available to the public.
- (b) KUPU shall report the tasks performed and described in the WORKPLAN as applicable, using the reporting instructions and data elements that will be provided by DOH, on a monthly basis as describe in paragraph (a) of this section, the intern shall report to DOH on a weekly basis, a summary report of the deliverables accomplished or relevant progress made as stated in the Workplan, Attachment 1.
- (c) The progress reports are to cover activities that KUPU's sustainability internship program has completed whether funded in whole or in part by the DERA. The DERA reporting periods and due dates are:
 - October 1-December 31 Due: December 31
 - January 1 - March 30 Due: March 30
 - April 1-June 30 Due: June 30
 - July1 - September 30 Due: September 30

F. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

KUPU shall promptly refer to the DOH, U.S. EPA, OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for DERA funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving DERA funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish):

(800) 869-4499, or

Hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at
www.usdoj.gov/oig.

G. Protecting State and Local Government and Contractor Whistleblowers
(Recovery Act, section 1553)

KUPU recognizes that the DERA provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using DERA funds.

H. Misuse of DERA Award Funds

KUPU understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

I. Additional Requirements and Guidance

KUPU shall comply with any modifications or additional requirements that may be imposed by law and future EPA (including government-wide) and Hawaii Department of the Attorney General's guidance and clarifications of DERA requirements.

If there are any issues or problems with this subgrant, KUPU shall notify DOH immediately by phone or email, so these issues may be resolved in a timely manner.

WITNESS IN WHEREOF, the parties hereto have executed this Subgrant Agreement effective as of the day and year first above written.

DEPARTMENT OF HEALTH,
STATE OF HAWAII

By _____

Director of Health

KUPU

SUSTAINABILITY INTERNSHIP
PROGRAM

By _____

Executive Director

Attachment 1. WORKPLAN

Task 1: Organizational Responsibilities for the Kupu sustainability internship program

Kupu must:

1. Ensure the sustainability internship program provides an avenue for information and ideas to be exchanged between Federal, State and local governments, non-profits, universities and community colleges, and community members. Involving the sustainability internship mentor, sustainability interns and community leaders in this process is invaluable to creating a sustainable, healthy, affordable, and secure future for Hawaii residence.
2. Ensure the sustainability internship program is an umbrella program that provides opportunities for students throughout the whole University of Hawaii System and private universities in Hawaii to gain empowering experiences, supportive connections and access to careers in sustainability related fields through paid internships.
3. Allow Hawaii residents enrolled in public or private community colleges and universities or those within 2 years of graduation to participate as interns in this sustainability internship program.
4. Manage contract funds in accordance with Federal law.
5. Adhere to all EPA, state and internal guidance, regulations, and procurement procedures.
6. Provide sustainability training, project specific trainings and workshops, a sustainability speaker series, volunteer opportunities and field trips to learn about different sustainability projects in Hawaii.
7. Provide all team members an email address to access during their internship.
8. Allow access to at least one suitable conference room for bi-weekly meetings, telecommunication equipment, and computer for on-site work.
9. Provide oversight to ensure that the mentor and interns are completing all of their responsibilities appropriately, completely, and on time.
10. Hire the intern for at least one year, preferably two years at a time, so that there is consistency and long term learning. These interns must be approved by the Department of Health's Clean Air Branch (DOH CAB) manager and EPA Region 9's Hawaii Sustainability Coordinator before they are hired.
11. Remove the mentor or intern if he or she does not fulfill their responsibilities appropriately. The DOH CAB manager and EPA Region 9's Hawaii Sustainability Coordinator must approve the removal of an mentor or intern.
12. Revise the mentor responsibilities, intern responsibilities, and internship work plan and timelines based on the DOH CAB manager and EPA Region 9's Hawaii Sustainability Coordinator direction at any point, if necessary.
13. Pay for the following expenses:

One intern working at least 15 hours per week for 44 weeks per year for two years.

One mentor working at least 15 hours per week for 44 weeks per year for two years.

Each person must be paid bi-weekly or by periodic stipends, depending on the situation.

Which weeks off allowed must be negotiated with the intern and mentor and approved by the DOH CAB manager and EPA Region 9's Hawaii Sustainability Coordinator.

Which conferences and/or training attended and which inter-island travel the intern and mentor choose must be approved the DOH CAB manager and by EPA Region 9's Hawaii Sustainability Coordinator.
Interns must be paid \$15 per hour and not work more than 20 hours per week.

Table 1: Project Budget

Position	Number of years	Salary per year	Average Number of work hours per week	Number of weeks worked per year	Conference & Training fees per year	Inter-island travel per year	Total per year	Total
Intern	2	\$9,900	15	44	\$300	\$100	\$10,300	\$20,600
Mentor	2	\$35,000	15	44	\$300	\$100	\$35,400	\$70,800
Indirect Costs							\$3,694	\$7,388
Total		\$44,900	30	88	\$600	\$200	\$45,700	\$98,788

Task 2: Intern Responsibilities

The intern must be very good verbal and written communicators. The intern must be enrolled in a community college or university in Hawaii pursuing an undergraduate or graduate degree or within two years of graduation. It is preferred that interns is enrolled in or graduated from a post baccalaureate with a degree in physical, biological, environmental science, or engineering. It is also preferred that intern is computer literate and fluent in Microsoft Office Word, Excel and PowerPoint. Other computer and website literacy is encouraged. It is also preferred that intern has paid work experience, paid or volunteer experience in conservation, ecology or environmental projects. Course work in air pollution, meteorology, climatology, and ecology are a bonus. It is also preferred that the intern has experience with diesel equipment or an interest in diesel equipment and diesel emission reductions. It is preferred that the intern has a personal interest in helping Hawaii become more sustainable. Sustainability is an emerging field, so the intern is not expected to have direct experience. The intern does need to demonstrate a genuine passion for learning about sustainability and diesel emission reductions, be able to work well in the professional team environment, and have the capacity to grow and apply their strengths in new applications in the professional team environment. Applicants must exemplify alignment with U.S. EPA's mission and it is preferred that they have a GPA of 3.5 or higher.

Intern's hired by Kupu must:

1. Complete each work plan task they are assigned on time and submit for approval from the mentor, the DOH CAB manager and EPA Region 9's Hawaii Sustainability Coordinator.
2. Check in monthly with the DOH CAB staff and EPA Region 9's Hawaii Sustainability Coordinator to make sure all other areas of their internship experience are moving forward in accordance with the goals of this program.
3. Learn, practice, and encourage sustainability principles relevant to diesel retrofits for this grant (this possibly includes recycling and composting at home and school, walking, biking and using public transportation instead of cars whenever possible), participate in community service activities, earn funds to help support their own financial sustainability, gain valuable work experience to enhance employability for green careers, develop supportive professional and academic networks, and share lessons learned, tools and resources with others.

4. Participate in sustainability workshops, training, classes, speaker series, field trips and volunteer activities that introduce sustainability in the context of Hawaii and learn the concepts, language and foundation for their project work.
5. Attend all internship meetings and activities and work with faculty advisor and mentors as appropriate.
6. Take online courses on specific tools and resources used to calculate relevant environmental results and effectively share success stories and lessons learned. For the DERA grant, EPA's Diesel Emission Quantifier should be one of the tools used to quantify diesel emission reductions.
7. Collaborate with relevant stakeholders (the DOH, the Honolulu Board of Water Supply, etc.) and community members, research and integrate lessons learned from similar projects in the United States or abroad, complete their project work plans and deliverables on-time, and document and share their results.
8. Calculate diesel emission reductions, greenhouse gas emission reductions and other relevant economic, social and environmental benefits of the project, as needed.
9. Identify lessons learned and best practices from the projects and showcase these appropriately. This could mean they write a case study and/or create a video case study, which highlights greenhouse gas emission reductions and economic, social and environmental benefits to the community.
10. If relevant and time allows, interns should plan a hands-on learning experience activity about their activity for all internship teams to attend.
11. Assist with entering data on draft quarterly reports, in preparation for submission to EPA.
12. Assist with writing or generating other reports as required by grant, i.e. summary status of grants, draft timelines, prepare budget spreadsheets as required.
13. Assist with contacting subgrantees, potential vendors, to obtain data or other information as needed.
14. Assist with tracking, reviewing reports or data relevant to the project.
15. Assist with preparing outreach materials, logistics of planned press events, logistics of setting up publicity events for grant.
19. For this project, evaluate the Board of Water Supply's (BWS's) candidate list of vehicles. Identify, as much as possible, at least two verified retrofit technologies per vehicle, and list estimated costs, estimated emission reductions by class, and identify potential vendors of each technology. The final technology chosen for each vehicle will be selected by BWS, with DOH and EPA oversight relating to project goals.
20. Assist BWS in preparing bid specifications that, at a minimum shall include the following requirements:
 - A. Diesel Retrofit Requirements
 1. Products must meet all state and federal requirements safety requirements of the original equipment mufflers.
 2. Products must be installed with no exhaust leaks at the seams and welds.
 3. Products must not void any part of the engine warranty or vehicle warranty.
 4. Products must have a 5 year/100,000 mile parts and labor warranty.

5. Products must be installed without structural modifications to existing vehicle chassis or components. Prior approval shall be received from the designated BWS representative before any structural modifications can commence.
6. Products installed that require cleaning for effective operation shall have that cost included.
7. All warranty claims, repairs and services must be provided on the island of Oahu.²¹ For those candidate vehicles where the technology requires data logging in advance, find and identify potential vendors, work with BWS to propose a schedule of the candidate vehicles for data logging. Assist BWS in preparing bid specifications as needed for the data-logging.

Task 3: Mentor Responsibilities

The mentor must be a very good verbal and written communicator. The mentor must have completed at least 4 years of undergraduate school but it is preferred that he or she is working on or has completed a masters or doctorate in physical, biological, environmental science or studies, environmental engineering or environmental planning, resource allocation, management, ecology, engineering, public health OR work experience in any of the above, including supervision of workers or volunteers, meeting project deadlines and team management.

It is preferred that the mentor has experience with the DERA, diesel vehicles and equipment, and diesel emission reduction technologies. It is also important that the mentor be experienced with the Hawaii Clean Energy Initiative and familiar with the transportation working group goals, and the transportation working group members and other relevant stakeholders. The mentor must have some event planning experience and professional team leadership experience. It is preferred that the mentor have at least two years of work experience in the clean energy and transportation field. It is required that the mentor is a strategic thinker and capable of writing grant applications on behalf of the internship program so that the program can continue. This person must also be very personally interested in mentoring interns, helping develop the sustainability internship program, and planning the speaker series, the fieldtrips, the sustainability training, and the grants workshops. Unlike the interns, the mentor does not need to be in school or a recent graduate.

Mentors must:

1. Work with EPA Region 9's Hawaii Sustainability Coordinator and the State of Hawaii's Department of Health Clean Air Branch to develop the Intern's work plan and timeline. The final work plan must be approved by The State of Hawaii's Clean Air Branch manager and EPA Region 9's Hawaii Sustainability Coordinator. The work plan for these interns must include a variation of the following work plan tasks if asked or as relevant to the DERA grant:

- Using the Google GPS, obtain coordinates for a facility emission points and possibly fence line.
- Extracting and inputting into a data base, potential and actual emissions from the permit files.
- Developing a list of Hawaii stationary sources that are required to comply with the EPA mandatory GHG reporting rule. Input into a database, the GHG emissions data for each facility.
- Reviewing the complete list of permits submitted to the Clean Air Branch and identifying which of these are considered Renewable Energy permits.

- Conducting an initial review of permit applications for proper form and completeness pursuant to DOH administrative rules.
- If an application is deemed incomplete after initial review, interns shall draft a letter to the applicant, informing them that the application has been deemed incomplete and stating the areas of deficiency. Each letter shall make explicit, what additional information and/or documentation is required of the applicant in order for their application to be processed.

2. Spend one in every ten hours of the intern's scheduled time in direct mentorship and make sure that each intern has the support and resources necessary to succeed. The mentor is responsible for making sure each intern successfully fulfills all of their responsibilities and is directly accountable and responsible for the intern's experience and for making sure the agreed upon project deliverables are complete and on time.

3. Be the go-to person for the intern and responsible for their day to day management.

4. Develop and confirm appropriate project teams for the intern's specific project. Project teams must include the intern's sustainability internship program mentor, an appropriate university/community college professor, and at least one other intern.

5. Work with the project team to create a class schedule that accommodates the internship program and/or identify classes relating to the internship project so that the intern can focus on their internship project responsibilities and simultaneously receive credit for graduation, if appropriate.

6. Ensure each project team is updated weekly to make sure all work plan tasks are moving forward appropriately and in a timely manner. The mentor must also meet with the project team once a month to discuss the project. The mentor must let the DOH CAB staff and EPA Region 9's Hawaii Sustainability Coordinator know immediately if any work plan tasks are falling behind schedule or if any roadblocks present themselves so that a strategy can be developed about how to proceed. .

7. Ensure teams communicate regularly in person, via email, Google groups and video conferencing between the Hawaii campuses, if appropriate.

8. Develop and implement at least one sustainability workshop for interns per semester and one grants workshop per semester. These workshops must be developed by the mentor with oversight, approval from CAB staff and EPA Region 9's Hawaii Sustainability Coordinator, and open to the public.

9. Plan and organize a sustainability speaker series for all interns. This speaker series must include at least 4 speakers per semester, each speaker scheduled must be approved by CAB staff and EPA Region 9's Hawaii Sustainability Coordinator, and all speaker sessions will be open to the public.

10. Plan and organized field trips for interns to learn more about sustainability projects in Hawaii. At least 3 field trips per semester are required. These field trips must be safe for all students and must be approved by CAB staff and EPA Region 9's Hawaii Sustainability Coordinator.

11. Collaborate with community members to organize at least one community outreach event per semester. This community outreach event related to the interns projects. This event should be open to the public and must include at least one type of visual art (photography, videography, drawing, painting, collage, etc.) and one type of performance art (music, dance, story-telling, theater, etc.). The planning for this outreach event must be discussed with and approved by CAB staff and EPA Region 9's Hawaii Sustainability Coordinator and it, if possible, it should "piggy back" onto another relevant community event.

12. Research other sustainability related conferences, meetings, speakers, activities and volunteer opportunities, share this information with interns, and allow interns to attend and participate during their work time, as long as their projects are on schedule.

13. Encourage all team members to attend Sustainability Internship Program workshops, speaker presentations, field trips, and volunteer activities.

14. Seek out other funding sources and apply for grants to support this program in the future. Before the mentor spends his/her time writing a grant application, the opportunity must be discussed with and approved by CAB staff and EPA Region 9's Hawaii Sustainability Coordinator.

Time Frames of Project Deliverables:

The Period of Performance for this SUBGRANT WORKPLAN is October 1, 2010- December 31, 2012. The mentor will be hired by October 20, 2010. During October, 2010 and November, 2010, the mentor must work with the Hawaii Department of Health Clean Air Branch staff and EPA Region 9's Hawaii Sustainability Coordinator to develop specific work plans for the intern, run the internship recruitment and selection process, and help hire the intern. The internship job description must be posted in early November and the intern must be selected and hired before December 3, 2010. The intern selected will start his or her internship the second week in January, 2011.

The mentor must be hired for two years and the intern will be hired for one calendar year and a possible second calendar year, depending on his or her interest and performance. The internship projects must be completed by October, 2012. All mentor responsibilities, all intern responsibilities, and all work plan tasks and deliverables must be completed on time through the Period of Performance and the EPA DERA funds allocated in Table 1: Project Budget, must be used appropriately and expended by December 31, 2012 or they will be returned to EPA.